

§ 169.005 CITIZEN PARTICIPATION PLANS

(A) Purpose. The purpose of the citizen participation plan is to:

(1) Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community.

(2) Ensure that citizens have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the review and decision-making process.

(3) Facilitate ongoing communication between the applicant, interested citizens, city staff, appointed and elected officials throughout the applicant review process.

(4) The citizen participation plan is not intended to produce complete consensus on all applicants, but to encourage applicants to be good neighbors and to allow for informed decision-making.

(B) Applicability.

(1) Every application for development that requires a preliminary subdivision approval, land use change of more than five (5) acres, a conditional use or results in a land use of five (5) or more units per acre shall include a citizen participation plan that must be implemented prior to the first public hearing or notice of public review and comment period on an administrative application.

(2) When in compliance with all other city ordinances and regulations, the following projects are exempted from the other provisions of this section.

(a) Construction of one single-family detached dwelling, provided that no land use change of more than five (5) acres is required.

(b) Construction of ten (10) or less multi-family dwelling units, regardless of density, provided that no land use change of more than five (5) acres is required.

(c) Amendments to an approved Planned Unit Development (PUD) provided that less than ten percent (10%) of the total acreage of the PUD is subject to the amendment.

(C) Plan contents.

(1) At a minimum, the citizen participation plan shall include the following information:

(a) Which residents, property owners, interested parties, political jurisdictions and public agencies may be affected by the application;

(b) How those parties identified in division (C)(1) of this section will be notified that an application has been made including a letter introducing the proposed project and describing the impact it may have on the surrounding properties, providing a proposed site plan and a contact name, phone number and address where parties may address questions;

(c) How those parties identified in division (C)(1) of this section will be informed of a substantive of change, amendment, or development to the proposed application;

(d) How those identified in division (C)(1) of this section will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing or public review and comment period; at a minimum there should be at least one (1) informational meeting held on a Monday, Tuesday or Wednesday evening after 6:00 p.m. at least seven (7) days before the first scheduled city public hearing or administrative review;

(e) The applicant's schedule for completion of the citizen participation plan;

(f) How the applicant will keep the Growth Management Department informed as to the status of his or her citizen participation efforts.

(2) The level of citizen interest and area of involvement will vary depending on the nature of the application and the project's location. The applicant will determine the target area for notification after consultation with and approval of the Growth Management Department.

(3) In no case shall the notification area be less than that required in other sections of the Land Development Regulations.

(4) The applicant shall notify neighborhood and homeowners' associations within the public notice area required by other sections of the Land Development Regulations.

(5) The applicant shall notify any other persons, organizations or agencies as deemed appropriate after consultation with the Growth Management Department.

(6) These requirements apply in addition to any notice provisions required elsewhere in the Land Development Regulations.

(7) At the applicant's discretion, applicant may submit a citizen participation plan, along with the required processing fee, and begin implementation prior to the formal application submittal. This shall not occur until after consultation with the Growth Management Department.

(D) Citizen participation report.

(1) When a citizen participation plan is required, the applicant shall provide a written report, satisfactory to the Director of the Growth Management Department, documenting the results of the citizen participation effort prior to the notice of public hearing or notice of public review and comment period on the application. This report shall be made a part of the administrative record and shall be filed with the Growth Management Department at least five (5) days before the city's first public hearing or final administrative review.

(2) The citizen participation report shall describe the methods the applicant employed to involve the public, including:

(a) Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;

(b) The content, dates mailed, and number of mailings, including letters, meeting notices, newsletters and other writings;

(c) A description of where residents, property owners and other interested parties receiving notices, newsletters, or other written materials are located; and

(d) The number of people who participated in the process.

(3) The report shall summarize the substance of concerns, issues and problems expressed during the process.

(4) The report shall describe how the applicant has addressed, or intends to address the concerns, issues and problems expressed during the process.

(5) The report shall identify which concerns, issues and problems the applicant is unwilling or unable to address, if any, and shall state why.

(Ord. 2006-45, passed 5-16-06)